



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 645.4

Job Title: **CRIMINALIST IV**

Pay Grade: 25

GENERAL SUMMARY:

Plans, organizes and directs the various specialized operations of the Houston Police Laboratory. Responsible for the overall operations of various technical sections as well as the analysis of substances and physical evidence.

RESPONSIBILITIES:

- Supervises and directs the daily forensic operations, various laboratory projects, programs and personnel.
- Develops and evaluates special forensic laboratory examinations and procedures.
- Develops and monitors long range plans and goals, budgetary needs and operational guidelines.
- Receives and analyzes complex evidence, prepares accurate and precise notes and technical reports and testifies as an expert witness.
- Establishes and monitors quality assurance program for laboratory procedures and routine maintenance and calibration of instrumentation.
- Provides technical assistance to police officers, the District Attorney's Office and other law enforcement personnel.
- Advises personnel of new developments in Forensic Science; evaluates and implements changes in laboratory methods, procedures and equipment.
- Conducts security and safety inspections.
- Provides oversight of various laboratory projects and programs and performs other tasks as required or assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline.

ANALYTICAL CHEMIST

Bachelor's degree in Chemistry, Criminalistics, Biology, Physics or a closely related field with a minimum of 30 hours of Chemistry.

SEROLOGIST

Bachelor's degree in Biology, Molecular Biology, Biochemistry, Genetics or a closely related field. Must have successfully completed courses in biochemistry, genetics, molecular biology or other subjects providing a basic understanding of forensic DNA analysis, as well as courses or training in statistics and population genetics as it applies to forensic DNA analysis.

SPECIFICATIONS: (continued)

KNOWLEDGE: (continued)

FIREARMS EXAMINER

Bachelor's degree in a physical science or a related engineering field.

EVIDENCE TECHNICIAN

Bachelor's degree in a science field related to the type of work being performed. Four (4) years of previous law enforcement experience, as a peace officer, may be substituted for the college degree.

EXPERIENCE:

Six (6) years experience in a forensic laboratory as a criminalist are required, with a preference for at least three (3) of the years performing supervisory or administrative duties.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly recommends personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Criminalist I
Criminalist II
Criminalist III
Criminalist IV

Effective: October 1990

Revised: August 2002